

Documents required to open accounts for Government Departments

- a) Government notification / order authorizing the concerned department / official to open and operate the account.
- b) Authorization letter signed by head of the department permitting the officials to open and operate the account. (Specific authorization required if savings account to be opened for any scheme).
- c) A certified copy of the rules and regulations, if any framed by the department regarding powers of the officials who are opening and operating the account
- d) PAN Card in the name of the entity
- e) Address proof in the name of the entity
- f) KYC Documents for all authorized signatories.